



Department of Development

222 N. Chauncey Ave., Room 102
West Lafayette, Indiana 47906
Phone: 765-775-5160

TO: West Lafayette Board of Public Works and Safety

CC: Diane Foster
Nicole Stocks, Accounting III

FROM: Erik A. Carlson, Director of Development

DATE: August 25, 2016

SUBJECT: New Intern- Amanda Estes

I request permission to engage a new intern, Amanda Estes. Amanda will be working 2 days a week for approximately 15 hours a week, assisting with promotion and organization for events put on by the Department of Development. She will assist with art installations and dedications, Art on the Wabash, Art in Bloom, writing e-newsletters for the Farmers Market, and assisting with other duties as assigned. She will report to Beverly Shaw and will work for \$11/hour from August 29th into December.

Erik A. Carlson:

A handwritten signature in blue ink, consisting of a large, stylized 'E' followed by a series of loops and a long horizontal stroke.